

PERSONNEL—GENERAL
STANDARD PERSONNEL PLATE

Effective 1 February 1970

This revision meets the requirements of DA Circular 37-49 which was implemented on 1 July 1969 (conversion to SSAN in military pay systems), and provides for transmittal of the standard personnel plate in the Payroll Suspense Documents Envelope. Local limited supplementation of this regulation is permitted but is not required. If supplements are issued, Army Staff agencies and major Army commands will furnish one copy of each to the Chief of Personnel Operations; other commands will furnish one copy of each to the next higher headquarters.

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1. Purpose. This regulation prescribes a standard personnel plate as shown in figures 1 and 2 for preparation of Army military personnel records in activities where addressing equipment is authorized and available.

2. Preparation. Standard personnel plates will be prepared by U.S. Army reception stations for all personnel processed under the provisions of AR 612-10.

a. Composition. The standard plate will consist of two parts. Part I will be inserted in the top section of the plate frame and will contain name; soundex code; sex, service component, and dual status code (SSDC); social security account number (SSAN); date of expiration of term of service (ETS); date of entry on active duty (EAD); and number of months of current enlistment or tour of duty. Part II will be inserted in the bottom section of the plate frame and will contain information concerning organization and location.

b. Embossing. Each item of data will be embossed as specified in figure 3.

c. Verification. The personnel plate will be verified for accuracy against source documents immediately following:

- (1) Initiation of the plate.
- (2) Any change, addition, or deletion of a character or data item.

(3) Receipt by a new unit capable of using the plate.

d. Updating. Any unit possessing the capability may make appropriate changes in data items.

3. Application. The standard personnel plate may be used for imprinting data on personnel records, reports, various types of rosters and listings, military pay voucher forms, and military pay documents.

4. Transmission. The standard personnel plate will be transmitted with personnel records, under the provisions of AR 640-10, from the reception station to the training activity. Upon each subsequent reassignment the plate will be forwarded with the pay records to the servicing finance office. Part II will be removed from the plate and retained by the losing organization. The plate frame with part I and the index card will be placed in the Payroll Suspense Documents Envelope (DA Form 2356), secured under the fastener on the left side of the Financial Data Records Folder (DA Form 2143).

5. Units not using addressing equipment. Units not equipped with addressing equipment are not required to initiate or update standard personnel plates. Plates received by these units will be retained in the Payroll Suspense Documents envelope and forwarded to the next unit of assignment.

• This regulation supersedes AR 600-26, 28 January 1969.

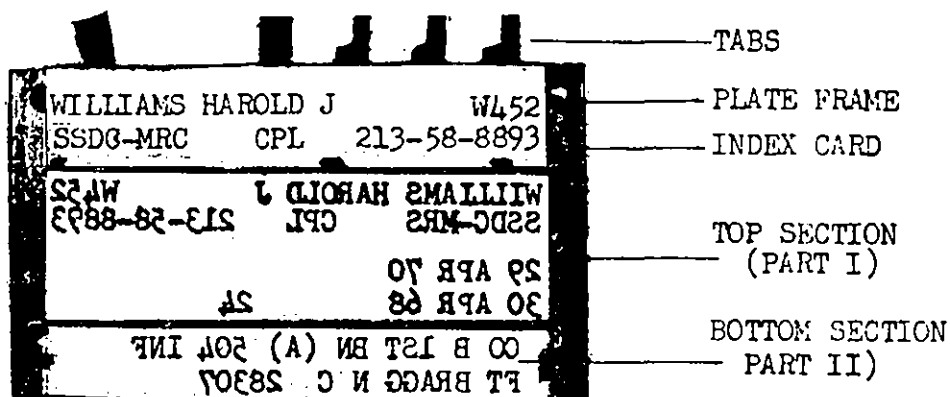


Figure 1. Standard personnel plate components.

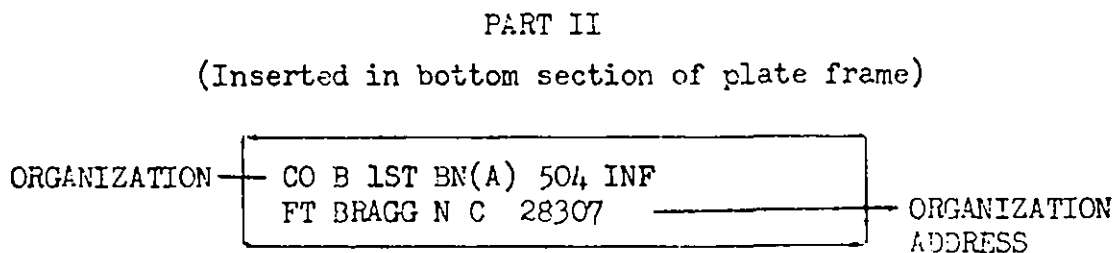
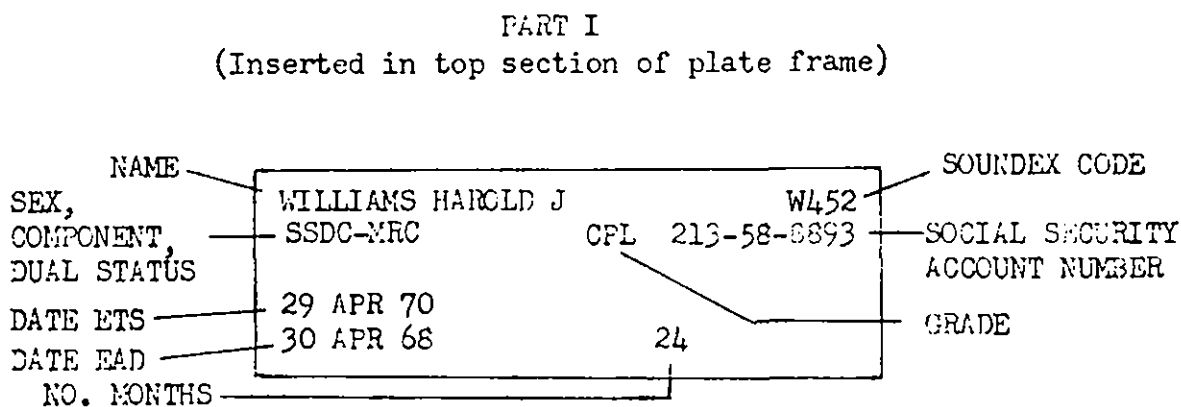


Figure 2. Identification of data on standard personnel plate.



0001153270

AR 600-26

BB-6106 Date Plate

PLATE LAYOUT SPECIFICATIONS

PRINT CHARACTERS DESIRED IN PROPER BOX		DATE PLATE	
CHARACTER POSITION	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15	
LINE NO.	1 WILLIAMS HAROLD J 2 SS DC-MRC 3 4 29 APR 70 5 30 APR 68 6 CO B 1ST BN(A) 504 INF 7 FT BRACG N C 28307 8 9		

PLATE CHECKING SCALE

|| LETTERS PER INCH

36 30 25 20 15 10 5 1

GB-27-2 Plate
(Top Section
Part I)

SS-5701 Plate
(Bottom Section
Part II)

EACH PLATE WILL BE SUBJECTED TO CHANGE AT SOME FUTURE DATE ON AN ENTIRELY DIFFERENT ENROSSING MACHINE. ALL PLATES MUST BE PREPARED EXACTLY AS SPECIFIED ABOVE TO ENABLE FUTURE CHANGE AND TO ENABLE THE USE OF STANDARD CUT-OFFS.

Figure 3. Standard personnel plate embossing specifications.

The proponent agency of this regulation is the Office of Personnel Operations. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications) to Chief of Personnel Operations, ATTN: OPOPMM, Department of the Army, Washington, DC 20315.

By Order of the Secretary of the Army:

Official:

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The Adjutant General.*

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